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Summer 2025 Impact Interns Position Description

Organization Information

Organization Name: Free Minds Book Club & Writing Workshop

Address: 1816 12th Street NW, Washington, DC 20009

Website: freemindsbookclub.org

Organization Description: Free Minds Book Club & Writing Workshop builds community to foster personal development and systems change for incarcerated and formerly incarcerated youth and adults through the literary arts, workforce development, trauma healing, peace-building, and member-led advocacy.

Position Logistics

Intern Preference: No preference

Start and End Date: June 2 – August 29 (flexible)

Hours per Week: 20

Number of Weeks: 10-14 weeks

Expected Daily Hours: 9-5, M-F (20 hours per week divided among the work week based on the student's availability)

Important Availability Dates: We are planning an evening event on August 13

Location: Hybrid of in-person and remote work (2 in-person days each week)

Position Information

Core Technical Skill Set:

- Social Media - includes developing social media content, tracking engagement, and creating an online presence
- Communications - includes writing, copy editing, and public speaking

General Duties and Responsibilities:

- Creating content for Free Minds social media accounts (Facebook, X/Twitter, Instagram) and managing social media calendar.
- Creating content for email communications and the Free Minds website
- Writing and/or editing content for our magazine, the Free Minds Connect, distributed to 500+ members in the federal prison system
- Assisting with the management of the Free Minds website, including selecting poetry by incarcerated members and processing written responses from readers to be mailed to the incarcerated poets

- Conducting research and/or attending events to learn more about the criminal legal system and system change efforts, with the goal of sharing knowledge with program participants and other staff, interns, and volunteers
- Assisting with the preparation and planning of our “On the Same Page” community engagement program
- Assisting with in-person and virtual events

Specific Deliverable(s):

- The student will be a key partner in our external communications, and will be primarily responsible for the management and growth of our social media presence, with the goals of raising awareness about the lived experiences of people impacted by mass incarceration, and reaching new audiences to continue building a community of support for our incarcerated and formerly incarcerated program participants.

Qualifications:

- Interest in social justice, transformative justice, and/or efforts to transform or dismantle the criminal legal system
- Strong written communication skills and attention to detail
- Creative with art or graphic design skills, as well as video editing skills

Preferences:

- Ability to manage time effectively and work independently in a fast-paced environment
- Flexible self-starter with a strong work ethic and willingness to take on a variety of assignments
- Prior knowledge or experience, including lived experience, with the criminal legal system is a strong plus
- Experience with Canva, Microsoft Office, Google Suite, Miro, and Zoom are a plus
- Passion for books, creative writing, and the power of expression as a tool for change

Physical Demands of Position: Intern must be able to work at a desk with a desktop computer, and communicate with other interns, staff, volunteers, and program participants